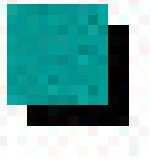# TeamSite Areas

Branch

- The branch contains one or more workareas, a staging area, and a published edition and may contain sub-branches and previous editions
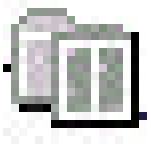
Workarea

- The workarea contains a virtual copy of a website, which may be worked on independently without affecting the actual site or the work of other contributors

Staging Area

- The area where users integrate the contents of their workareas. Users submit read-only copies of files from their workareas to the staging area to integrate with other contributions, and test the integrity of the website

Edition

- A frozen, read-only snapshot of a branch of development. An edition contains a copy of all the files in the staging area at the time it was published

Files & Directories in TeamSite

File

- The file ICON indicates a document in a TeamSite Workarea. Files in TeamSite must include the filename extension such as filename.doc or filename.html.

Directory

- The directory ICON is where your sub-directories and files are housed.

Deleted File or Directory

- This ICON indicates a deleted file. A deleted file can be retrieved.

Modified File

- This ICON represents a modified file.

Locked File

- This ICON means a file is locked. Only the user who locked the file can submit it to the staging area. Anyone who has access to the workarea can edit the file.

Modified Locked File

- This ICON indicates the same as the locked file, however, it has been modified since it has been locked.

Locked File

- This ICON indicates that the file is locked in other workareas that you are able to view.

Modified Locked File

- This ICON indicates that the file is locked in other workareas and has been modified

Private File

- This ICON indicates that someone has marked a file private.

Private Directory

- This ICON means that someone has selected a directory and made it private.